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ABSTRACT

This book presents a step-by-step approach to writing resumes that get interviews. The third edition of a book first published in 1983 has been updated by the addition of the following: (1) a clearer and simpler 10-step approach; (2) a new strategy for creating chronological resumes; (3) many more creative routes around resume writing roadblocks; and (4) more sample resumes for students and for military personnel making the transition to civilian jobs. The book also contains critiques of the sample resumes and cover letters by hiring professionals from large and small organizations. Appendixes include the following: lists of action verbs and skill areas, a recommendation letter guide, cover letters, and employer feedback. (KC)

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